## CHAPTER XIV.

### Rubber Stamps and Accessories.

241. *Source of supply.*—Prior to the year 1917, the supply of rubber stamps was made to all indenting officers by the Superintendent of Stationery, Bombay. The manufacturing of rubber stamps was, however, entrusted to the Manager, Government Central Press, Bombay, in the year 1917 and all rubber stamps required by officers were manufactured and forwarded by the Press direct to them with the accessories such as ink, pads, etc. A small stock of such accessories was from time to time made over to the Government Central Press by the stationery office for this purpose. This arrangement continued to be in force till the end of the year 1931. With a view, however, to effect economy in the cost of transit charges, the Superintendent, Government Printing and Stationery, Bombay, proposed that rubber stamps as well as accessories should be packed and supplied to the indenting officers by the Stationery Office in one lot, along with the annual supply of stationery, leaving the manufacturing of rubber stamps alone to the Manager, Government Central Press, as before. This arrangement was sanctioned by Government in Government Resolution, General Department, No. 7504, dated 16th November 1931, on the score of economy and all indents for rubber stamps and accessories were ordered to be sent to the Stationery Office for compliance, from 1st of April 1932.

242. *Method of submitting indents.*—The Stationery Office does not supply any printed forms of indent for rubber stamps. All officers should prepare rough sketches of all rubber stamps required and send a list of these to the Superintendent, Government Printing and Stationery, Bombay, with a forwarding letter, for compliance, while accessories such as ink, pads, brushes, etc., should be included in the annual indents for stationery.

243. *Check exercised by the Stationery Office.*—All indents for rubber stamps are carefully checked and scrutinized in the Stationery Office before they are passed on to the Manager, Government Central Press, Bombay, for the manufacture of the required rubber stamps. A few rubber stamps of common demand have been standardized and a stock is maintained by the Stationery Office. Such number of rubber stamps as would be available in stock of the Stationery Office is deleted from the officer's indent and the rest are ordered to be manufactured. On receipt of the rubber stamps from the Press, they are examined along with their impressions and when found in order, they are bundled up and packed in a cardboard or wooden box along with other rubber stamps available in the stock of the Stationery Office and forwarded to the indenting officer in one consignment with the annual supply of stationery, as far as possible.

244. *Standardization of rubber stamps.*—Officers of one department require rubber stamps mostly of one and the same description. The size,

lettering and description of rubber stamps in such cases are brought on a uniform basis, classifying the rubber stamps under four different groups and three different sizes as under :—

| Groups. | Sizes. |
|---|---|
| 1. Ordinary. | 1. Small. |
| 2. Daters. | 2. Medium. |
| 3. Signatures. | 3. Large. |
| 4. Signature blocks. | |

The rubber stamps under the group "Daters" are also sub-divided under (*i*) Oval ; (*ii*) Oblong ; and (*iii*) Round.

*List of standardized rubber stamps stocked by the Stationery Office.*

1. O.H.M.S.
2. Urgent.
3. Book Post.
4. Office copy.
5. Cancelled.
6. Registered.
7. True copy.
8. Immediate.
9. Early.
10. Countersigned.
11. Registered parcel.
12. Sanctioned.
13. Original.
14. Duplicate.
15. Triplicate.
16. Contents received.
17. Confidential.
18. Very Urgent.
19. Pay.
20. Paid.
21. Fine paid.
22. Paid by transfer.
23. Issued.
24. Please return.
25. 29, Police, Provincial.
26. Jails and Convict Settlements.
27. Record.
28. Voucher No.
29. Inward No.
30. Classification.
31. Provincial.
32. Central.
33. Secretary to Government.
34. Passed for Payment.
35. Pay by cash.
36. True extract.
37. General Election (revised).
38. General Election (old).
39. Labour Primary Election.
40. I have the honour to be,

Sir,

Your most obedient servant.

The following rubber stamps are also standardized for the use of the Secretariat Departments (Government Resolution, General Department, No. 7504, dated 31st August 1936) :—

1. "Secretary to Government."
2. "Assistant Secretary to Government."
3. "Service verified up to .....from official records.

Assistant Secretary to Government,
Department."

4. "Orders issued in consultation with the Department. Notes remain in this Department and can be seen when required."

5. "Rebate of income-tax allowed on Rs. on the Pay Bill for 194 ."

Assistant Secretary to Government,
Department."

6. "True Copy.

for Superintendent."

7. "Receipt acknowledged

on No.

8. "Issued

(Dater ".

245. *Supply of accessories.*—Accessories such as ink, pads, brushes, etc., are treated as articles of stationery and are included in the annual indent for stationery. All indenting officers of Government should therefore include such accessories in their annual indent and no supplementary demand need be made.

246. *Rubber stamps on payment.*—Rubber stamps and accessories are supplied on payment to such officers who receive their supplies of stationery, etc., on payment, from the Stationery Office. In this case, bills or invoices are forwarded to them for adjustment or payment in a manner similar to that followed in the case of stationery stores.

247. *Acknowledgment card.*—An acknowledgment card showing the total number of rubber stamps supplied is placed by the Stationery Office in the cardboard box or in the parcel on the top underneath the opening lid. The indenting officer should verify the supply and return the card to the Stationery Office duly signed for audit purposes.

248. *Rubber stamps classed as "Ordinary".*—Rubber stamps classed under the group "Ordinary" are manufactured in three different sizes as stated in paragraph No. 244 (*infra*), viz. :—

(1) The size of the small rubber stamp is up to 4 inches.

(2) The size of the medium rubber stamp is from 4 to 8 inches.

(3) The size of the large rubber stamp is from 8 inches and above.